

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u>	Engineering Clerk- Public Utilities	<u>Revision Date:</u>	05/08
			<u>EEO Code:</u>	Admin. Support
			<u>Status:</u>	Non-Exempt
			<u>Control No:</u>	30557

II. Summary Statement of Overall Purpose/Goal of Position:

Under the direct supervision of the Engineering Manager, provides support for the Public Utilities Engineering Division as related to development and other administrative duties.

III. Essential Duties

- C Assists with the completion of bond releases and coordination of bond lease inspections.
- C Performs elementary calculations to determine bond amounts for new development.
- C Prepares and circulates engineering and construction contracts.
- C Updates and maintains EPA project grant funding reports and pay requests in coordination with UT Division of Drinking Water procedures.
- C Coordinates, documents and distributes development project plans to Staff Engineers for development review.
- C Performs various administrative and clerical duties including typing correspondence and other department documents, filing, copying, and record keeping.
- C Receives, screens, sorts, and distributes mail and inter-office correspondence
- C Receives telephone calls and walk-in traffic and provides information to customers and the public regarding Department operations and policies.
- C Assists with the dispatching needs of field operations requiring use of radio and other communication equipment
- C Completes data entry for the Department work management program and pulls reports for managers and supervisors.
- C Organizes department binders, booklets and project updates for department meetings, presentations, etc.
- C Performs word processing, including memorandums, letters, mailings and brochures.
- C Coordinates receiving and handling of Bluestakes requests as needed.
- C Logs complaints and dispatches as needed
- C Coordinates distribution of hydrant meters to contractors for use on construction sites as needed.
- C Updates department telephone lists for staff and outside organizations.
- C Purchases office supplies.

IV. Marginal Duties

- C Organizes, cleans and stocks department library and storage rooms.
- C Coordinates billing of hydrant meter use.
- C Supports Operations Division activities as assigned.
- C Performs other duties as assigned.

V. Qualifications:

Education: The equivalent of one year full time clerical training through a secondary or post-secondary vocational program.

Experience: Two years prior experience in secretarial activities with demonstrated competence with one year of experience in engineering, construction management or closely related field. May substitute education and experience on a year-for-year basis.

Probationary Period: A one-year probationary period is a pre-requisite to this position.

Knowledge of: Correct English usage, spelling, vocabulary, and arithmetic; clerical and general office practices, procedures and equipment; word processing, spreadsheet GIS software, work management software, and database software currently in use by City personnel; general principles of civil engineering, construction methods and computer operations preferred.

Communication Skills: Ability to communicate effectively verbally and in writing using proper grammar and spelling; ability to professionally furnish information; ability to work effectively as a team member; ability to serve citizens and contractors.

Equipment Operation: Type 50 wpm; requires regular use of a computer (using word processing and spreadsheet software), printer, copier, fax, and telephone system and two way radio; occasional use of 10-key adding machine and ability to perform basic arithmetic.

Analytical Ability: Ability to organize one's own time; ability to prioritize tasks; must work well under pressure and impending deadlines; establish effective working relationships with employees and the public.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects, or controls. Moderate physical exertion is present because of moderate stooping and kneeling required. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Moderate mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday due to constant exposure to deadlines.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____